



SEED Internship Application Tips & Info

Student responsibilities are but not limited to:

- Students are required to observe and adhere to all safety guidelines and expectations
- Students will be expected to be timely, engaged, responsible, and complete designated tasks to their best abilities.
- Students will work closely with supervisors and associates. Students should be prepared to engage in logistics support tasks, management practices, being present in meetings, and contribute valuable insights to their respective teams.
- Students will also be expected to engage in CRI's and Argonne community activities.
- Students are expected to deliver a final presentation outlining the work completed during the internship

Education and Experience Requirements

This position is open to any Undergraduate level students:

- U.S. Citizen or Legal Permanent Resident
- Preferred GPA: minimum 2.5 out of 4.0 and higher
- Provide two (2) reference contacts and proof of enrollment when prompted via candidate dashboard
- Good academic standing and understanding of course materials
- Efficient writing and communication skills
- Microsoft Drive Knowledge

What to include on your resume?

- Focus on education, emphasize your academic history
- Include Relevant jobs, if any
- Include extra-curricular (sports, volunteering)
- Include leadership experience (team captain, church youth group leader)
- Include certification (CPR, etc.)
- Include technical skills (Microsoft, g-suite, etc.)
- Include intrapersonal skills (team-oriented, self-confidence, etc.)
- Carefully proofread and edit
- Use action verbs
- See resume example below – you can use your own format if you prefer

Amanda Student

123 College Street • State College, PA 12345 • (123) 456-7890 • amanda.student@school.edu

ADVERTISING PROFESSIONAL

Developing creative ad campaigns that meet clients' goals

People person experienced at selling advertising and working on all aspects of successful campaigns.

PROFESSIONAL EXPERIENCE

ABC COMMUNICATIONS, *New York, NY*

SUMMER INTERN (June 2021—August 2021)

Partnered with design intern to create and execute two sell sheets, one print ad, and one postcard. Wrote radio script submitted with campaign proposal and assisted in other writing assignments.

Notable accomplishment:

- Awarded Best Campaign of competing teams.

123 COFFEE SHOP, *State College, PA*

SHIFT SUPERVISOR/BARISTA (May 2019—Present)

Train new employees, open and close store, handle sales, build positive customer relationships, design promotional fliers for company events, and help maintain store webpage.

XYZ RESTAURANT, *Washington, D.C.*

SERVER/HOSTESS/EXPEDITER/BUSSER (May 2017—August 2018)

Provided prompt service for more than 75 customers per shift.

EDUCATION & CREDENTIALS

STATE UNIVERSITY, *State College, PA*

Bachelor of Arts in Advertising; Minor: Spanish; GPA: 3.35, anticipated in May 2022

Notable Accomplishments:

- Dean's List: Fall 2020, Spring 2021
- Awarded Best Advertising Campaign Proposal for Health Committee, State University, Spring 2020

Certifications:

- Professional in Human Resources (PHR)
- Society for Human Resource Management (SHRM)

Information Technology Skills:

- Microsoft Office Suite
- ADP / Workforce Now
- HRMS

Source: <https://www.liveabout.com/college-student-resume-example-2063202>